



FEDERAL ELECTION COMMISSION
WASHINGTON, D. C. 20463

RQ-5

William C. Griffith, Treasurer
Menasha Corporation Political Action
Committee
1645 Bergstrom Road
Neenah, WI 54957

FEB 18 2000

Identification Number: C00243774

Reference: April Quarterly (1/1/99-3/31/99), July Quarterly (4/1/99-6/30/99) and
October Quarterly (7/1/99-9/30/99) Reports

Dear Mr. Griffith:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-It has come to the attention of the Federal Election Commission that the reports you have filed during the current election cycle do not reflect the appropriate coverage dates for quarterly filing status. Please be advised of the filing dates and coverage periods for the 1999-2000 election cycle and fill in the appropriate dates on Line 5 of the Summary Page.

| <u>Report Type</u> | <u>Coverage Dates</u> | <u>Due Date</u> |
|---------------------|-----------------------|------------------|
| Mid-Year | 1/1/99-6/30/99 | July 31, 1999 |
| Year End | 7/1/99-12/31/99 | January 31, 2000 |
| April Quarterly | 1/1/00-3/31/00 | April 15, 2000 |
| July Quarterly | 4/1/00-6/30/00 | July 15, 2000 |
| October Quarterly | 7/1/00-9/30/00 | October 15, 2000 |
| 12 Day Pre-General | 10/1/00-10/18/00 | October 26, 2000 |
| 30 Day Post-General | 10/19/00-11/27/00 | December 7, 2000 |
| Year End | 11/28/00-12/31/00 | January 31, 2001 |

-Your report(s) was not signed by the treasurer or designated agent listed on your Statement of Organization. Please amend your report(s) by providing the signature of an individual that is authorized to sign the report(s). 2

U.S.C. §434(a)(1) and 11 CFR §104.14(a) and (d) If a new treasurer has been appointed, please file an amended Statement of Organization (FORM 1) or a letter to reflect this change.

Any amendment or clarification should be filed with the Federal Election Commission. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 694-1130.

Sincerely,

Andrea Wilkens

Andrea Wilkens
Reports Analyst
Reports Analysis Division